District 04-02	,	Department of General Services	Page 1 of 6
Court	Date 2/13/12	Records Management Division	51469-2226
Charles County		7275 Waterloo Road (Rte. 175) P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	zation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic File Folders 2008 Request to destroy all files and folders. Cases more than 3 years old	2219	Sec IV 2a.b.	January 1 thru December 31,2008	25		
	Closed in 2008						

Destruction App	proved by Maryland State Archives		Destruction Certification	1
2/23/2012 Date	Level Joseph State Archivist			
Date	State Archivist	Signature of Court Official	Title	Date

District 04-02	,	Department of General Services	Page Z of 6
Court	Date 2/13/12	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2226
Charles County	, ,	P.O. Box 275	Forward three (3) copies
County	•	Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Traffic Traffic Alpha Files 2008 Request to destroy all files and folders. Cases more than 3 years old	2219	Sec IV 2a.b.	January 1 thru December 31,2008	7		
	Closed in 2008						

Closed in 20	800			
Destruction Appro	ved by Maryland State Archives		Destruction Certifica	tion
2/23/2012 Date	I found a Joseph	,		
Date	State Archivist	Signature of Court Official	Title	Date
DC0 550 0 /B	2)			

District 04-02		Department of General Services	Page 3 of 6
Court	Date 2/13/12	Records Management Division	51469-2226
Charles County		7275 Waterloo Road (Rte. 175) P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	zation				-
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
-	Natural Resources Files 2008 Request to strip files and destroy miscellaneous paperwork. Cases are over 3 years old .	2219	SecIV 2a.b.	January 1 thru December 31, 2008	10		
	Closed in 2008				·		

				·	·		
Closed in 2008							
Destruction Approved by Maryland State A	Archives			Dest	ruction Cer	tification	
2/23/2017 Hours of are Date State Archivist	nfu						
Date State Archivist		Signature of	of Court C	Official	Title		Date
DGS 550-9 (Rev. 03/2010)	Instructions for Preparat	ion and Submis	sion on nex	t page			

District 04-02		Department of General Services	Page 4 of 6
Court	Date 4/3/12	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2226
Charles County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

			Authorization				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Civil Citations/Municipal Infractions 2008 Request to strip files and destroy miscellaneous paperwork. Cases are over 3 years old	2219	SecIV 2a.b.	January 1 thru December 31, 2008	10		
	Closed in 2008						

Clesca III				
Destruction App	proved by Maryland State Archives		Destruction Certifica	tion
2/23/2012 Date	Herry Jacoper State Archivist	Signature of Court Official	Title	Date

District 04-02		Department of General Services	Page 5 of 6
Court	Date 4/3/12	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2226
Charles County		P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Criminal Files 2008 Request to strip files and destroy miscellaneous paperwork. Cases are over 3 years old	2219	SecIV 2a.b.	January 1 thru December 31, 2008	10		
	Closed in 2008						

Closed in 2008							
Destruction Approved by Maryland S	State Archives			Dest	ruction Cer	tification	
2/23/2012 Islamical Date State Arch	genfu _						
Date State Arch	nivist	Signature of	f Court C	Official	Title		Date
DGS 550-9 (Rev. 03/2010) Instructions for Preparation and Submission on next page							

District 04-02		Department of General Services	Page 6 of 6
Court	Date 2/3/12	Records Management Division 7275 Waterloo Road (Rte. 175)	51469-2226
Charles County	,,	P.O. Box 275	Forward three (3) copies
County		Jessup, Maryland 20794-0275	to address at left.

		Authoriz	ation				
No.	Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Item No.	Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
	Expungement Files 2008 Request to shred entire file. Cases are over 3 years old	2219	SecIV 2d.e.	January 1 thru December 31, 2008	10		
ı	Closed in 2008						

Closed III				
Destruction Ap	proved by Maryland State Archives		Destruction Certifica	ation
2/23/2012 Date	Here Languages State Archivist			-
Date	State Archivist	Signature of Court Official	Title	Date